

March 22, 2018
2:00 p.m. ET

Coordinator: Welcome and thank you for standing by. Today's conference is being recorded. If you have any objections, you may disconnect at this time. All participants are in a listen-only mode for the duration of today's call. And conference questions will be addressed in the Q&A box via the WebEx presentation only. I would now like to turn the call over to your host Ms. Valerie Huber. Thank you.

Valerie Huber: Well, thank you and good afternoon everyone. I am Valerie Huber, the Acting Deputy Assistant Secretary here at the Office of Population Affairs. I'd like to welcome you to the fiscal year 2018 Technical Assistance conference call for the Title X Family Planning Competitive Service Grants.

During today's call, we're going to provide an overview of the announcement and we're hoping to familiarize applicants with the Title X program, the application, and the funding processes. We will not take questions about specific applications and we also will not entertain questions from the media during this webinar. We'll have only limited time to address questions during this afternoon's webinar but any broadly applicable questions that we don't have the opportunity to respond to we will add to our answers on our online FAQ that you can access at our website.

Joining me today on the webinar are Sue Moskosky, who's the Deputy Director of the Office of Population Affairs, David Johnson, the Operations and Administrative Officer here at OPA, and Alice Bettencourt, the Director of the OASH Office of Grants Management. And she'll be speaking about the administrative and budgetary requirements for this funding announcement.

I want to make a note to you that this webinar is being recorded as was described moments earlier. The recording, the transcript and the slides will all be posted to the OPA website later next week. Just as a reminder, all applications are due on May 24 by 6:00 p.m. Eastern Time and the nonbinding Letters of Intent are due on April 9 of this year.

Today we'll be discussing Title X programmatic policy issues that will hopefully assist you with completing your competitive application for the Title X family planning services grant. And we recommend that if you do not have a copy of the service announcement in front of you right now, that it would be very helpful that you would have it so that you could refer to it during our call. You can locate this document at [grants.gov](https://www.grants.gov) and by searching the CFDA number 93.217 and just to repeat that the CFDA number is 93.217 and it's shown on this slide. You can also access the announcement on the OPA website.

The Title X family planning program is located within the U.S. Department of Health and Human Services. Our secretary is Alex Azar. Within HHS, the Office of the Assistant Secretary for Health, also known as OASH, oversees a number of core public health offices. And Admiral Brett Giroir is the Assistant Secretary for Health. The Office of Population Affairs (OPA) is within OASH. And it is our office, OPA that administers the Title X program.

In addition to the Office of Population Affairs, you can see on this slide that OASH oversees a number of other offices and these offices are all cornerstones for delivery of public health services around our nation. They fall into several different buckets and you can see where OPA is within that wide variety of programs here at OASH.

The Office of Population Affairs and the Office of Grants Management work together to implement the Title X Family Planning Program. We at OPA are responsible for programmatic and policy issues along with oversight of projects with national scope such as the national training centers. OPA also provides policy guidance to effectively manage the program. Alice is going to now provide a quick overview of the Office of Grants Management.

Alice Bettencourt: Thank you Valerie. Good afternoon everyone. The Office of Grants Management maintains responsibility for the administrative, business, and budgetary elements of the Title X Family Planning Services Grant Program. We implement grants policy including the HHS Grants Policy Statement and the federal regulations that are applicable to all grants. We also provide direct management and oversight throughout the life of the grant. Back to you, Valerie.

Valerie Huber: Thanks, Alice. Well on this slide, you'll see that OS has ten regional offices that serve multistate areas. This map shows the location of each of the regional offices, and you can also see the states that are located within each of those regions. These regional offices are located in major cities and they're staffed by project officers who help monitor grant activities. They conduct site visits and also conduct comprehensive program reviews. They also provide programmatic support and technical assistance to the Title X service grantees.

There are several major provisions of the Title X statute that I think are important for us to review, and they're of great importance, also, while you're developing your application. The first is Section 1001. This is the authorizing legislation for the services provided under Title X, by both public and nonprofit entities that receive funds under this section. The next section that I want to draw your attention to is Section 1003, and this is the authorization to provide training. This training is for personnel working with Title X programs. The national training centers funded under this section are the Family Planning National Training Centers or FPNTC and the Clinical Training Center for Family Planning or CTCFP.

Section 1004 is the authorization to make grants for family planning research. Section 1005 authorizes information and education activities. Current activities include the OPA website, various publications, as well as the clinic directory. And Section 1008 is the prohibition of abortion. None of the funds appropriated under Title X can be used in programs where abortion is a method of family planning. And now, I'd like to turn this next section over to Sue Moskosky.

Sue Moskosky: Thanks, Valerie. So I'm going to talk a little bit about the Title X program starting out with the mission of Title X which is to assist individuals and couples in planning and spacing births, contribute to positive birth outcomes and improve health for both women and infants, as well as men and families. The purpose of Title X is to ensure that family planning services are available and accessible to those individuals who want and need them. And by law, within Title X, priority is given to individuals from low-income families.

Title X programs provide a variety of educational, medical, and social services designed to assist individuals with planning their families. And services include also preventive health care services like cervical cancer

screening, breast exams, HIV and STD prevention, counseling and testing, and a number of other services related to family planning. Title X requires that projects provide a broad range of acceptable and effective family planning methods along with education and counseling related to family planning as well as STD and HIV prevention, on-site or by referral as well as basic infertility services. So you can see from this list that these are all services that are required within the Title X program and by Title X grantees or recipients.

And, additional services beyond what people typically think of as family planning services would include pregnancy diagnosis and counseling, physical exams that are needed to safely provide contraceptive methods and clinical procedures that are indicated for using a method, like screening for hypertension if somebody's going to be placed on hormonal conception. Related preventive health services like cervical and breast cancer screening and services for adolescents. All services must be provided in accordance with nationally recognized standards of care.

Other key points to note are that Title X services must be voluntary so services cannot be coerced and clients can't be coerced to receive any specific set of services. They also have to be provided confidentially. And the direction for the program has to be under a physician who has training or experience in family planning. What this means is that the medical director for the grantee project has to be a physician who has special training or experience in family planning although the direct service providers don't necessarily all have to be physicians. They can be nurse practitioners, et cetera.

Also, Title X services are available to any person whether male or female regardless of their ability to pay. And as mentioned previously, priority for services is to individuals from low-income families. So, what this means is

that clients whose documented income is at or below 100% of the federal poverty level cannot be charged for services although they must bill -- the project has to bill all third parties that are legally authorized or obligated to pay for services. And each agency has to have a schedule of discounts that have to be applied to individuals with family incomes between 101% and 250% of the federal poverty level so that they're paid -- they're paying a reduced fee for their services. And for persons whose family's income exceeds 250% of the federal poverty level, charges must be made in accordance with the schedule of fees designed to recover the reasonable cost of providing services.

In terms of the current grantee profile for Title X, we currently have 84 service grantees that are providing Title X family planning services through a network of more than 3900 service sites across the 50 United States, the District of Columbia, six of the U.S. territories and also the U.S. jurisdictions meaning Puerto Rico and the U.S. Virgin Islands. And in 2016, Title X service sites provided family planning and related preventive health services to more than four (4) million clients. And we hope to increase the number of people who have access to services with this current funding announcement and the funds that are provided to grantees as a result of competing under this announcement.

So in terms of the next slide, which lists core family planning services that should be addressed in your application -- look at Page 5 of the funding announcement for more information about the core family planning services including sexual health assessments, tools for making a reproductive life plan, family planning services, health screenings, health information, education, and counseling and referral services. So please refer to the funding announcement for more detail of what's expected to be described in your application in terms of those core services.

Another very important part of the Title X requirements that have been in place for many, many years are the legislative mandates that are listed on this slide. And these legislative mandates have been part, like I said, of the Title X appropriations language for the last several years and we assume that these provisions will be carried forward in the FY 2018 budget. Title X family planning services should include administrative, clinical, counseling, and referral services as well as training of staff necessary to ensure adherence to these requirements throughout the grantee project. I'm going to read these off to you because they're so very important to providing family planning services under the Title X program.

The first one states that none of the funds appropriated in this act may be available -- may be made available to any entity under Title X of the PHS Act -- unless the applicant for the award certifies to the Secretary of Health and Human Services that it encourages family participation in the decision of minors to seek family planning services, and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities. The next one states that, notwithstanding any other provision of law, no provider of services under Title X of the Public Health Service Act shall be exempt from any state law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape or incest. And OPA expects that every project shall comply with applicable state laws in the proposed service area and will have project-wide monitoring and reporting policies related to child abuse, child molestation, sexual abuse, rape, incest, as well as intimate partner violence and human trafficking.

These policies need to include details related to annual staff training on policies and protocols, how those policies will be implemented and monitored -- always ensuring that staff have a clear understanding of the reporting

process. And, in addition, as stipulated in the funding announcement, any teen who presents with an STD, a pregnancy or any suspicion of abuse will be subject to preliminary screening to rule out that they are being victimized. And such screening is required for an individual who is under the age of consent in the state of the proposed service area. So, applicants need to be very familiar with what the age of consent is as well as what's reportable within that particular state. Copies of the Title X statute, regulations, and legislative mandates can be downloaded from the OPA website and all activities funded under this announcement must be in compliance with the Title X statute as well as the program regulations and the legislative mandates.

If you look on Page 9 of the funding announcement, it outlines the priorities for FY 2018 which include assuring innovative high-quality family planning and related health services that will improve the overall health of individuals, couples and families with priority for services to those of low-income families, offering at a minimum, the core family planning services enumerated earlier in this funding announcement. I'm not going to read these off verbatim, but make sure that you're very familiar with the priorities and that your application addresses each of these priorities. So the second one talks about assuring the broad range of family planning related preventive health services, assuring activities that promote positive family relationships for the purpose of increasing family participation, and family planning and healthy decision-making, and ensuring that all clients are provided services in a voluntary, client-centered and non-coercive manner in accordance with Title X.

The next priority is promoting provision of comprehensive primary health care services to make it easier for individuals to receive both primary health care and family planning services, preferably in the same location or through nearby referral providers. I just want to clarify that Title X funds themselves cannot be used for providing primary care services but we are encouraging

primary care providers to apply for these funds as well as family planning providers that have close linkages with primary care providers within the nearby area. Assuring compliance with legislative mandates that I just stated previously and assuring compliance with all statutory requirements as well as using OPA performance metrics to regularly perform quality assurance and quality improvement activities are the other priorities listed on this slide.

Also, there are a number of key issues which are relevant and should also be addressed in your application. These start on Page 11 of the funding announcement. They include efficiency and effectiveness in program management and operations, management and decision-making and accountability for outcomes, cooperation with community-based and faith-based organizations, and meaningful collaboration with subrecipients and other documented partners to demonstrate a seamless continuum of care for clients.

Also, a meaningful emphasis on education and counseling that communicates the social science research and practical application of topics related to healthy relationships and to committed safe, stable, healthy marriages and the benefits of avoiding sexual risk or returning to a sexually risk-free status, especially, but not only, when communicating with adolescents. Activities for adolescents that do not normalize sexual risk behaviors but clearly communicate the research-informed benefits of delaying sex or returning to a sexually risk-free status, emphasis on the voluntary nature of family planning services, and data collection such as the Family Planning Annual Report for use in monitoring performance and improving family planning services. So, now I'm going to hand it off to David Johnson who's going to talk to you about what you need to address as part of your application with regard to the program narrative.

David Johnson: Thank you, Sue. So, we can't emphasize enough that the project narrative is the most important part of the application. It will be used as a primary basis to determine whether or not your project meets the minimum requirements for an award under this announcement. Please be sure to carefully read the FOA for the full text of all 19 project narrative components. This begins on Page 20 of the FOA. In addition, please also refer to the FOA for a full description of the project narrative component which is included within the entire FOA.

Appendices of all items in the application -- appendices will also count toward the total page limit of your application. You must submit these appendices as a single electronic file uploaded to the attachment section of your grants.gov application. Please understand that all appendices need to be uploaded as one file itself. HHS intends to fund services in all of the areas listed on the pages 15 through - excuse me, Pages 13 through 15. Awards will be based on the quality of applications received and the eligibility of those applications. Now I'm going to hand it over to Alice Bettencourt, the Director of Office of Grants Management.

Alice Bettencourt: Thank you, David. I am going to reiterate what Valerie covered earlier - that your application is due by 6:00 p.m. Eastern Time on May 24, 2018. That is a hard stop. Applications that are submitted after 6:00 p.m. will not be accepted or forwarded to the Objective Review Committee for review. Your submission time will be determined by the date and time stamp provided to us by grants.gov when you complete your submission.

We strongly encourage you to submit your application a minimum of three to five days prior to the application closing date. Should you review it and determine that you need to refine something, fix something, you can always submit another application. But this way, you can ensure that you have an application submitted. Grants.gov may take up to 48 hours to notify you of a

successful submission. So an early submission gives you a chance to find out from grants.gov whether or not it failed. If you fail to submit your application by the due date and time, as I said, we will not review it; it will receive no further consideration.

Eligible applicants for this announcement are any public or private nonprofit entity located in the States. And that includes all the 50 states, the District of Columbia, Puerto Rico, Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Palau, Federated States of Micronesia and the Marshall Islands. Please note faith-based organizations and American Indian/Alaskan Native organizations, that are public or private nonprofit entities, are eligible to apply. This next slide provides you examples of eligible applicants. In case you're wondering whether you fit the nonprofit designation, we have listed some sample organizations for you.

The program regulations for Title X services stipulate that projects must identify additional sources of funding and not rely solely upon Title X grant funds. While there is not a fixed cost sharing percentage or amount, project applications must include financial support from sources other than Title X. Your proposed budget should reflect financial support. And, please note if you are a successful applicant and become a recipient, that nonfederal other than Title X dollars will be shown on your Notice of Award, and you will be expected to contribute it to the funded project.

Now, I'll talk about the role of the funding announcement. The funding announcement provides all the information and guidance related to submitting an application. Please read the entire Funding Opportunity Announcement (FOA). Even if you are an experienced applicant, things change from year to year so please make sure, including in the administrative sections that you're

reading through those instructions. The information provided in the FOA takes precedence over any conflicting information in other documents.

If you need the application package, the entire application package is available on grants.gov. And, as Valerie noted earlier, you can search for it by the CFDA number which is 93.217. You can find it on the very first page of the Funding Opportunity Announcement-- if you have it in front of you. Please be sure to subscribe to the announcement in grants.gov so you receive notification of any updates to the FOA or the supporting documents.

OASH requires that all applications be submitted electronically via grants.gov unless an exception is granted. If you submit an application via any other electronic communication, it will not be accepted for review. You can access the grants.gov Web portal as we said at www.grants.gov. And, an application will not be considered valid until we receive all the required components and that it is submitted by the due date on May 24. Please be sure to contact grants.gov with any questions or concerns regarding the electronic application process. Do not contact the program contact or the grants management contact in the Funding Opportunity Announcement.

As a new requirement for those of you who have applied in previous years but not last year, and others who are new to this process, applications must be submitted as three files. The first file is your entire project narrative. The second file is your entire budget narrative including any supporting documentation such as tables. And, the third file, as David mentioned earlier, is all of your appendices, and these will be uploaded to the Attachment section of your grants.gov application.

Please note your required standard forms are not included in this three-file requirement, as you submit those as the separate forms. These are just the

project narrative, budget narrative, and all of your appendices information - appendix information. Any files uploaded or attached to your application must be Word, Excel, PowerPoint, Adobe PDF, or any of the image formats listed. We strongly recommend that your applications be uploaded as Adobe PDFs. If you convert to a PDF prior to submission, you may prevent any unintentional formatting that might occur with submission of an editable document. Please be complete and do not leave blanks on forms unless the information is truly not applicable. Also, the individual submitting the application must have the legal authority to act on behalf of the organization.

To ensure successful submission of your application, carefully follow the step-by-step instructions provided at grants.gov. The link is on the slide as well as in the Funding Opportunity Announcement. These instructions are kept up-to-date and also provide links to frequently asked questions and other troubleshooting information.

This next slide lists all of the application elements that you must submit. They are also listed on the last page of the Funding Opportunity Announcement, which is Page 60. We recommend that you use that page as a checklist as you upload your entire application to grants.gov to ensure you have not left out any important - any required elements. Be sure to follow the project- narrative format instructions in the Funding Opportunity Announcement. Your application will be disqualified if it does not conform to the format requirements. It must be double - your project narrative must be double-spaced, you must use an easily readable 12- point font such as Times New Roman or Arial. You may single-space tables or use alternate fonts but you must ensure that they are easy to read. So we strongly recommend, like I mentioned, PDF it, look at it. Make sure everything can be read by somebody who doesn't know what's in there like you might. For appendices in the budget narrative, you should use the same formatting specified in the project

narrative. And appendix documents such as resumes, org charts and those sorts of things may use alternate formats common to those documents. We don't expect you to get other folks to convert to our formatting but again make sure they are easily readable.

Now, I'm going to talk about the System for Award Management. Grants.gov will reject submissions from applicants with nonexistent or expired SAM registrations. So even you seasoned applicants, if your SAM registration is expired, it will not make it through grants.gov. The minimum timeframe to complete an initial SAM registration is about 30 minutes. The timeframe for your applicant registration to become active is --could be as much as ten days, and it may be longer if there's a problem with your application. Your SAM registration must be renewed each year and the average timeframe for that update to take affect in grants.gov is 72 hours. So please make sure, even if you've checked SAM, and it's active the day before, that may not have been transferred over to grants.gov. So, you need to make sure you get this taken care of very early in this process.

If you are successful in receiving an award, you must maintain that active SAM registration with current info at all times so not just your annual registration. If something changes with the organization contacts, you must update it. If you have not complied with these requirements for SAM, HHS may determine that you are not qualified to receive an award and we may use that determination as a basis for making an award to another applicant. Should you successfully compete and receive an award, all first-tier subaward recipients must have a DUNS number at the time you, the recipient, make a subaward.

So only, allowable, allocable, reasonable, and necessary direct expenses as well as indirect costs may be charged to the grant in accordance with HHS

regulations and current policy in effect at the time of the award. Current requirements can be found online at 45 CFR Part 75, what we all in shorthand call the “Uniform Requirements.” Indirect costs may be included per 45 CFR Section 75.414. And, you should indicate in your budget materials which method or rate you are using as well as the calculation. An important note for the salary limitations-- while the legal requirement remains the same, the salary did increase this past January to \$189,600, and that is the rate of salary charged to the grant.

Go over your budget requirements. You must complete the standard Form 424A. You must include a budget narrative with a detailed budget justification. Your budget must be consistent with the requirements of the funding announcement. Your budgeted costs must reflect the proposed activities in your project narrative. And, your forms narrative and detail justification does not count towards your page limit. Budget line items, descriptions, and the justification requirements are explained in detail in the funding announcement. We also have added suggested table formats in the funding announcement. And now I will turn it over to David.

David Johnson: Thanks, Alice. So, the next slide is the application review information criteria. This is included on Pages 43 and 44 of the FOA and I’m going to read each factor as it states on the slide. So, Factor A, the number of patients and the number of low-income patients to be served, this is going to be worth 10 points. Factor B - the extent to which applicant’s - the applicant's family planning services are needed locally, this will be 10 points. Factor C, the relative need of the applicant, this will be 15 points. Factor D, the capacity of the applicant to make rapid and effective use of the federal assistance. Factor E - and excuse me, Factor D is worth 10 points.

Factor E, the adequacy of the applicant's facilities and staff, demonstrating that the staff are adequately trained to carry out the program requirements as well as the priorities and key issues outlined in this announcement. For applicants that will not provide all services directly, the extent to which the applicant has documented the process and selection criteria it will use for providing an opportunity to receive subawards to qualified entities eligible to receive federal funds and providing services throughout the service area to meet the needs of the project beneficiary beneficiaries, this is 10 points.

Factor F, the relative availability of nonfederal resources within the community to be served and the degree to which those resources are committed to the project, this is 10 points. Factor G, the degree to which the project plan adequately provides for the requirements set forth in the Title X regulations subpart A, this is 10 points. And finally, factor H, the degree to which the project plan adequately provides for the effective and efficient implementation of requirements set forth in the priorities and key issues outlined on Pages 9 through 11 of this funding announcement, and this is 25 points.

Application responsiveness criteria -- this is also included within the FOA but we want to make sure that it is very clear. Applicants appear to have demonstrated evidence that a broad range of acceptable and effective family planning methods and services including natural family planning methods, infertility services and services for adolescents include - in addition to information, educational, social and referral services related to family planning, will be provided as stipulated in 42 CFR Part 59.5. Number two, is evidence of cost sharing, as described in this announcement. And number three, evidence that if not providing all services directly, the applicant has documented the process and selection criteria it will use for providing an opportunity to receive subawards to qualified entities eligible to receive

federal funds in providing services throughout the service area to meet the needs of the project beneficiaries. And now I'm going to turn it back over to Alice.

Alice Bettencourt: Thanks, David. We'll now review the application disqualification criteria. So, if you do not meet these requirements, your application will not be forwarded to a panel for review or receive any further consideration. It must be submitted electronically via grants.gov by the due date and time unless an exemption was granted two business days prior to the deadline. If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.

We, OASH, deem your application is eligible according to the eligibility criteria. Your project narrative is double spaced on the equivalent of 8-1/2 x 11 page size with 1-inch margins on all sides and a font size not less than 12 points. Your project narrative must not exceed 65 pages. And your total application including the project narrative with all appendices must not exceed 150 pages, and your application meets the responsiveness criteria that David outlined just a moment ago.

Applications that lack the required supporting documentation or submit additional Appendix files won't be disqualified from the competitive review; however, it may impact your application scoring under the evaluation criteria. So be sure to follow submission instructions carefully. Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the program announcement that David described earlier. The Objective Review Committee process is formal and confidential. Federal staff is available for questions, and to ensure the process is consistent and fair but do not participate in discussion and scoring. Applications are also reviewed by the

Office of Grants Management and staff for administrative and business compliance, and by program office staff for programmatic compliance.

The Deputy Assistant Secretary for Population Affairs will make final award selections to be recommended to the grants management officer for risk analysis. In making these decisions, the following additional considerations will be taken into account: the geographic distribution of services within the service area identified in the proposal; the extent to which funds requested for a project maximize access for the population in need within the entire service area; whether the project, including subrecipients and documented partners, provide the area to be served with a variety and breadth of effective family planning methods that are readily available and best serve individuals in need throughout the area to be served; and the extent to which projects best promote the purposes of Section 1001 of the Public Health Service Act within the limits of funds available for these projects.

Please note we are not obligated to make any federal awards as a result of this announcement. Only the grants officer can bind the federal government to the expenditure of funds. If you receive communication to negotiate an award or request additional or clarifying information either from the program office, regional office, or the Office of Grants Management, this does not mean you will receive an award. It only means that your application is still under consideration.

All award decisions including level of funding if an award is made are final and you may not appeal. After recommendations are forwarded to the Office of Grants Management for funding, applications undergo review of risk posed by the applicant. We will evaluate each application in the fundable range for risk posed by the applicant before issuing an award, in accordance with regulation. OASH will use a risk-based approach, and may consider any

items, such as the following stated in the funding announcement: the applicant's financial stability; the quality of management systems and ability to meet management standards prescribed in 45 CFR Part 75; your history of performance including your record in managing federal awards including timeliness of compliance with applicable reporting requirements; and conformance to the terms and conditions of any previous federal awards, and that's all your federal awards, not just with this office or with OASH or with HHS. Any reports and findings from audits performed and the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on nonfederal entities.

Should you be successful, you'll receive a Notice of Award which will include the amount of the award and your project and budget periods. This will also include any conditions on the award. Those are requirements that must be met as a condition of your receiving and spending the grant funds. This will also include all standard terms, reporting requirements, and contact information for the Office of Grants Management and the program office.

If we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR, we must report that determination to the government-wide performance reporting system if certain conditions apply. At a minimum, the information system -- if you are a prior federal award recipient-- must demonstrate a satisfactory record of executing programs or activities under federal grants, cooperative agreements or procurement awards as well as integrity and business ethics. This information will then be available for other organizations to review when considering you for an award.

The Office of Grants Management will be the official contact for you as a recipient. All official communication relating to the award is between the

Office of Grants Management and successful applicant and the program office will notify unsuccessful applicants via a letter. And now, I will turn it back over to David.

David Johnson: Thanks, Alice. Let's talk about some summary and tips, as far as being able to - or in drafting your application. So related to the project narrative description when developing the project narrative please be clear, complete and concise in the project description. Follow and address exactly what is requested in the program announcement. Don't make the reviewer search for required information. Generally, the easier the application is to review, the better the score.

Clearly identify the sections of the application and indicate which component is being addressed, and also pay careful attention to page limits. Remember the project narrative must include all the required information within the page limit, which is 65 pages. Do not use appendices to expand the page limit. And finally, it's a good idea to ensure that all margins are 1-inch and to upload and print out a test copy of your application prior to submitting.

Continuing, make sure that the goals and objectives in the program work plan are S.M.A.R.T., which is Specific, Measurable, Achievable, Realistic and Time-framed. Activities presented in the work plan should relate directly to the proposed goals and objectives. The program work plan, evaluation plan, and budget should provide a complete picture of how the applicant will address the service area's needs, as well as address the purpose and expectations described in the Program Announcement. Staffing -- applicants should ensure that staffing for the project is appropriate and reasonable for the goals, objectives, and activities that are proposed. Please be sure to complete -- be complete in describing the expertise required - what staff will do and what

percentage of time staff will be assigned to the project. Applicants can include position descriptions and bio sketches for key staff in the appendices.

The budget -- the budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project. The budget should be reasonable and relate directly to the goals and objectives. The operating budget should also be complete and include federal and nonfederal funds, projected program income from fees, as well as third-party payers and other contributing funds. Electronic submission is required. Please do not wait to the last minute to begin SAM registration. As Alice indicated, at a minimum, it could take up to 30 minutes. Please do not wait to the last minute to submit your electronic submission as well. Problems arise, so a slightly incomplete application is better than a fully complete application submitted one minute or more past the deadline.

For the Funding Opportunity Announcement inquiries - for program questions please contact me, David Johnson, and my information is up there -- it's David dot Johnson J-O-H-N-S-O-N@hhs.gov. My telephone number is 240-453-2841. For administrative or financial questions, please contact Robin Fuller with the Office of Grants Management. Her email is Robin R-O-B-I-N dot Fuller F-U-L-L-E-R@hhs.gov. And her phone number is 240-453-8839. For Funding Opportunity Announcement inquiries related to electronic submission, please contact Grant Support--that's grants.gov Application Support. And, their email is support S-U-P-P-O-R-T@grants.gov G-R-A-N-T-S.gov. Their phone number is 800-518-4726. Please do not contact OASH program or OASH grant staff related to grants.gov issues. Thanks for this, and I'm going to hand it over to Valerie.

Valerie Huber: Thanks, David. And, thank you all for joining today on our Title X Family Planning Competitive Service Grants Technical Assistance webinar. As we

mentioned at the beginning, this webinar is being recorded and the recording, the transcript, and the slides that you viewed today will be posted to the OPA website later next week. We have a few minutes remaining to take some questions, and we're happy to answer any FOA- related questions at this time. I see that many of you have been submitting questions but if you have not, there's still an opportunity for you to submit your question to panelists via the chat function on the right-hand side of your screen.

Sue Moskosky: Okay, so this Sue. And I'm going to read off some of the questions that we've received on the chat. And then, various ones of us who have participated on the webinar will answer your questions or attempt to answer your questions. And those that we don't get to -- please do check later on the OPA website for our list of FAQs to be expanded. If you haven't already noticed, it's in the Grant Opportunities section of the website, the OPA website. So the first question that we're going to cover is -- one participant asked, "What the definition of holistic as used on Page 7 of the FOA?" So, Valerie is going to address that question.

Valerie Huber: Sure. Thanks, Sue. Well, by holistic, we're really talking about the interrelated factors that are important to achieving health, taking into account really the whole person. And, if you are familiar with WHO (the World Health Organization) and their preamble -- I think they do a really good job of talking about what holistic health is or what we like to call optimal health. It's that state of mental, physical and social well-being -- not merely the absence of a disease or infirmity. We really see the -- we have an opportunity here with the Title X program to have a focus on optimal health for those clients who come through our doors. And, we want to make sure that's front and center for everything that we do.

Sue Moskosky: Okay. I'm going to ask Alice to answer the next question which somebody posed, which is, "Our nonprofit is three years old and with no previous federal funding. Is there anything that would disqualify young nonprofits from applying or any specific concerns and qualifications for a new nonprofit such as ours?"

Alice Bettencourt: It absolutely does not disqualify you. We encourage folks, new folks to get involved in any of our programs. And, just make sure in the Organizational Capability section of your project narrative that you explain the capabilities of your organization for managing a project. And, I would recommend that you pay attention to the scope of the project that you apply for and that it's within your capability to manage.

Sue Moskosky: Okay thanks, Alice. I am going to ask David to be thinking about the next one while I answer one -- which is whether the slides will be available and whether the broadcast will be recorded for further use. So, yes, the slides will be available on the OPA website within about a week from now. It takes some time to make sure that everything is compliant with 508 requirements. And we'll also be posting the transcript. So, if you want to go back and listen to it again.

So, the next question has to do with budget periods and project periods. And so, I'm going to actually read off both of them. And, one is asking about if an applicant submits an application for a project period of three years and nine months would the last budget period be for a nine-month period and not an annual budget period? And in the other related question is what the - clarifying the length of project periods for this grant application what - and whether an application would be deemed unresponsive if it included budget information and work plans for four years instead of three years and nine months as indicated in the FOA?

Alice Bettencourt: Thanks, Sue. I'll take that.

Sue Moskosky: All right.

Alice Bettencourt: The length of the project or amount of money is not listed as disqualification criteria. So you may apply for whatever project period that you would like to, not to exceed what's noted in the funding announcement of three years and nine months. We – since we have not made final decisions until we have the applications in hand of how long the initial budget periods will be, you can feel free to put all of your budget periods as 12-month ones. And then, I know it's already noted in the posted FAQs that we would negotiate with any successful applicants if we needed to shorten or change a budget period.

Sue Moskosky: Alice, I'm going to give you – and Alice's time is a little bit short so I want to give her one additional one and that is, "How would you define key staff? Would it be staff funded at least 25% by the grant?" This person is not sure how many CVs that they can include or that they should include.

Alice Bettencourt: One is, do not exceed your page limit for your total page limit for your appendices. And I believe, forgive me, of all people, I forgot the funding announcement to bring with me, but I believe it is listed in the description in the appendices for key staff. So essentially, anyone essential to the day- to - day operation of the grant, who is managing it, should be included in your – with a CV or a description. But again, don't overdo it because you don't want to go over your pages. So, it's definitely the project director and anyone critical to the day-to-day operations.

So, this is David. So, key personnel on Page 35 of the Funding Opportunity Announcement indicates that key personnel includes those individuals who

oversee the technical, professional, and managerial function and assume responsibility for ensuring validity and quality of your organizational program. This includes, at a minimum, the principal investigator or project director. That is up to you to define and to use that language. And the other individual that is included and specifically identified as key staff is the program manager and/or program coordinator. So, at a minimum, those two positions require some type of information about their background, their qualifications. And, so our recommendation is, as Alice said, is to be very clear with their CV and/or resume. And, to again, be mindful of the number of pages that each one of these will take in your application.

Sue Moskosky: David, I'm going to toss another one to you. There seems to be a couple of questions up here with regard to Criteria C, which is relative need of the applicant. And some folks that are asking what the difference is or it seems similar to them to be – to Criterion F. So, Criterion C in the funding criteria is the relative need of the applicant which is worth 15 points, and then criterion F is the relative availability of non-federal resources within the community to be served and the degree to which those resources are committed to the project. Could you talk a little bit about those two criteria?

David Johnson: Sure. Thanks, Sue. So, first of all, these two criteria are also - these criteria are – or they're within our requirements. So, the first thing the relative need of the applicant. This is the applicant's ability, or will be judged on, the applicant's ability to find how within the entirety of their program-- they're showing that they both can use this. And I know this is going to overlap with several other criteria -- how they can use the funds that they are requesting, and how they actually are able to use those effectively-- so we could think about leveraging; how they are able to leverage their capability or their ability to leverage funding that they're going to get from the government along with the other sources of funding.

S, the relative need the first Criterion C, 15 points, really takes a look at the applicant themselves. Their management ability, their financial ability to, use those resources available, and to combine those with other sources that they have. So number, I believe it is Criterion F, the relative availability of nonfederal resources within the community to be served and the degree to which those resources are committed to the project. So, this criterion looks at kind of the community itself, both – and when we say community, the community can both be defined as a small community all the way up into whatever geographic area you're applying for.

This criterion will take and assess the available - the total available resources in those communities, and how those are going to be leveraged. So, it takes a little bit different perspective about how you can use those sources of revenue, those sources - and when I say sources of revenue they're both insurance - there is both public and private. There's also grants - state grants, community grants philanthropic organizations-- all of these other inputs that are going to help support your own project budget as well as contribute to the services that you're going to be providing for your clients in there. So again, Criterion C is looking at the entity itself - how you as the applicant are using these. And, F is actually looking at what are the sources available around you and then actually how to use those resources as well.

Sue Moskosky: All right, thank you David. We're obviously not going to have enough time to address all of the questions in the chat so we're just trying to get to as many as possible of them. But we will be going through the additional questions and to the extent that we're able, we'll post additional FAQs and answers up on the website. For the questions that we haven't gotten to or also I would urge you if you have specific questions that haven't been answered as part of the

webinar to contact the folks - either David Johnson for program questions or, Robin Fuller for ones that appear to be grants management questions.

I'm going to read one more and one question that was asked was, "Our nonprofit medical practice provides natural family planning methods of - natural methods of family planning only. Our state department of health is not allowing subgrantees under their funding application until 2021. Can we submit an application without providing hormonal contraceptives and sterilization services and without having a subgrantee that does so?" So, Valerie is going to respond to this one.

Valerie Huber: Sure. Thanks, Sue. Well, obviously, we encourage natural family planning to be a part of the broad range of family planning services and methods provided but it cannot be the only. So we encourage those who would like to apply to then partner with others who can provide that broad range of family planning methods and services -- other providers in the area - possibly hospitals and others who could partner and together you can provide that broad array.

Sue Moskosky: Okay, thank you. There was another question that asks whether an applicant can apply for a service area that is not the entire state like only the eastern part of the state or even a smaller service area? And that's absolutely true that you can apply for an entire service area, or you can apply for a part of a service area. Just be very specific in the application what you're actually - what area you're proposing to serve, and how you're proposing to do that and the number of people that you're proposing to reach with your services.

David Johnson: And if I can add one more thing, you also can apply for multiple service areas as well. So, and in addition to that, you can also have multiple applications that you could apply for a small service area, you could have another application that applies for the entire service area, and you could have another

application or multiple applications that apply for a mix or some other mix of service areas in there. So again, multiple applications are possible. However, just to clarify, if you do submit multiple applications for the same service area or that are an update to a previous application, we will only take or grants management will only review the most recent one of those applications.

Sue Moskosky: I'm going to ask one additional one because we've had some questions posed to us on this one," Please define the sources of research on the benefits of delaying sex or returning to a sexually risk free status and sources of social science research as referenced in the FOA?" So, Valerie is going to go ahead and take that question.

Valerie Huber: Sure. I'll take that. Thanks, Sue. The Grants and Opportunities page on the OPA website, which is under the Grants and Funding section, has a link to questions and answers. And, in the coming week, we're going to update that FAQ section. And we'll – we will be providing citations for the body of social science research referenced in the FOA. It's going to just be a sampling of that research. Obviously, there are going to be more but we'll be adding in addition new questions with answers to that page based on that question and other questions that were raised today.

Sue Moskosky: Thank you, Valerie. So, I'm going to turn it back over to - I think this concludes the number of questions that we're able to cover on the webinar. Although David wants to say one more thing before we close out.

David Johnson: Thank you, Sue. So the one thing I do want to clarify is that on the FOA both Robin and myself, David Johnson, are available for any individual entity, to answer questions throughout the duration of the application period or even after, if you have questions that come up after you submit. So if between now and the application due date or even after the application due date, you're

more than welcome to ask me questions - email me or phone me anything related to this FOA as well. So, I just want to be clear - I think that there was some misunderstanding that only certain entities could follow up with us. So, thank you.

Sue Moskosky: All right. Thank you everyone for participating in today's webinar. And thank you for the questions that we were able to get to this afternoon. And, again, look for more questions and answers to be posted on our FAQ. And, if you still have additional questions, please do contact us. And, we hope that we receive many qualified applications. And, good luck with your preparation of those and please don't miss the due date and please pay attention to everything that was said on the webinar today so that your application is actually accepted into the review process. So, thank you so much everyone.

Coordinator: This concludes today's conference. All participants may disconnect at this time. Thank you for your participation and have a good day.

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